



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361

IN REPLY REFER TO
NAVAIRINST 5720.3C
AIR-ODD2
5 May 1981

NAVAIR INSTRUCTION 5720.3C

From: Commander, Naval Air Systems Command

Subj: The release of unclassified information to the public

Ref: (a) SECNAVINST 5720.44, Department of the Navy Public Affairs Regulations
(b) CNO ltr ser 009D31/657213 of 14 Mar 1980 (NOTAL)
(c) NAVMAT ltr 03T2/IDB ser 317 of 1 Jul 1975 (NOTAL)
(d) NAVMATINST 5200.29 of 4 Dec 1970
(e) NAVMATINST 5720.4C of 15 Apr 1974
(f) NAVMAT ltr 03P2:IDB ser 556 of 7 Aug 1972 (NOTAL)
(g) NAVMATINST 5720.7A of 19 May 1971
(h) NAVMAT ltr OOD/JAL ser 31-81 of 3 Feb 1981 (NOTAL)

1. Purpose. This instruction

a. defines guidelines and assigns responsibilities for determining the releasability to the public of unclassified information in accordance with references (a) through (h), and

b. implements and clarifies established Defense and Navy Department policy and procedure, as it relates to the Naval Air Systems Command (NAVAIR), to provide timely and accurate information to the public and news media. (R)

2. Cancellation. NAVAIR Instruction 5720.3B of 3 March 1978 is superseded. (R)

3. Policy. To achieve the purpose set forth in paragraph 1 above, it is NAVAIR policy that (A)

a. requests for information be answered fully, responsively and expeditiously;

b. information be withheld only when release is precluded by statute (e.g., Privacy Act, Freedom of Information Act), or current or valid security classification, or when disclosure would adversely affect national security or endanger military personnel;

c. information not be classified or withheld solely because its release might result in criticism of NAVAIR, the Department of the Navy, or the Department of Defense;

d. statements which may appear before the public represent an official Defense Department view and will be consistent with its written policy or be coordinated with the Assistant Secretary of Defense (Public Affairs); and

e. NAVAIR officials must confine their remarks to defense matters. Discussion of foreign policy will be avoided.

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R) 4. Background. Reference (a) provides the fundamental policy regarding security considerations guiding the release of information in the Department of the Navy. Reference (b) provides the most recent changes to reference (a). Reference (c) prohibits the unilateral release of information of national interest and certain other categories. Reference (d) ensures that technical reports are covered by an appropriate distribution statement. Reference (e) establishes NAVMAT procedures for review of industry-produced information. Reference (f) prohibits the release to the public of any bibliographies or reference lists with references to classified documents. Reference (g) provides delegation of release authority for some types of unclassified technical information to NAVAIR. Reference (h) delegates certain conditional release authority concerning information of national interest.

R) 5. Scope. The provisions of this instruction apply to "materials" (e.g., technical reports, manuscripts, technical papers, news photos, news releases, etc.) and official statements (e.g., interviews, written communications, etc.) which are proposed for dissemination through public media. "Materials" consist of reports, etc., generated by the Naval Air Systems Command Headquarters (NAVAIR HQ), contractors, NAVAIR field activities, and by other naval activities when the latter's reports are funded by NAVAIR. "Materials" may also consist of information submitted for NAVAIR clearance by higher authorities. "Official statements" consist of any communication, formal or informal, by NAVAIR personnel which could be construed to transmit an official Navy position and is intended to be transmitted to, or through news media of national distribution.

6. Responsibilities for Naval Air Systems Command Headquarters

a. The Public Affairs Office (AIR-OOD2) is NAVAIR's single focal point for clearance of all information proposed for public release and is responsible for approving release of all materials and official statements, other than technical reports, to the public. In connection with processing these materials, AIR-OOD2 shall

(1) ensure that each item is reviewed by the appropriate technical personnel and by the Security Division (AIR-960) and that any divergent views are reconciled;

A) (2) coordinate, arrange, monitor and tape record the conduct of all official interviews with national news media;

(3) obtain clearances from higher authorities when appropriate;

(4) ensure compliance with reference (a); and


(5) compile a monthly listing of clearances for the Naval Material Command (MAT-09B2).

b. The Technical Library (AIR-OOD4) is responsible for processing technical reports to determine, subject to final approval by AIR-OOD2, their suitability for release to the public. In connection with processing these technical reports, AIR-OOD4 shall

- (1) ensure that each report is covered by a distribution statement prepared in accordance with reference (d);
- (2) ensure that each report is reviewed by appropriate technical personnel and by AIR-960 and that any divergent views are reconciled;
- (3) ensure that technical reports approved for release do not contain any references to classified documents;
- (4) determine if the technical reports contain information of current national interest in accordance with reference (c);
- (5) transmit releasable technical reports to the Defense Technical Information Center for announcement by the National Technical Information Service; and
- (6) submit to AIR-OOD2 a monthly listing of technical reports released for sale to the public.

7. Action

- a. AIR-OOD2 and AIR-OOD4 will carry out the responsibilities set forth in paragraph 6 above.
- b. All personnel having technical papers, speeches, or other materials for public presentation shall submit the material to AIR-OOD2 for processing in accordance with paragraph 6 above. Material shall be submitted at least one month prior to presentation to permit time for obtaining necessary clearances.
- c. All personnel who receive any requests to make an official statement to news media shall refer the request immediately to AIR-OOD2 for proper coordination and approval. A)
- d. All personnel receiving material from AIR-OOD2 and/or AIR-OOD4 for review shall conduct the review promptly in accordance with instructions provided.
- e. AIR-960 shall review all materials covered by this instruction prior to AIR-OOD2 approval to preclude the release of any classified information to the public.



C. J. KEMPF
Vice Commander

Distribution (See next page)

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